Meeting Minutes

Project Name: IPRS   Doc. Version No: 1.0   Status: Final   Date: 12/17/2003

Meeting Name: IPRS Core Team Meeting

Facilitator: Betty Cogswell, DMH

Scribe: Evelyn Woodard

Date: 12/17/2003

Time: 10:00AM TO 1:00PM

Location: Crossroads, Conference Room 3

Attendees

Name

IPRS Core Team

Gary Imes	Bobby Minish
Betty Cogswell	Cathy Bennett
Rick DeBell	Evelyn Woodard
Jeffrey Poole	Kellie Fessler
Shawn Holland	Paul Carr
Deborah Merrill	Tim Sullivan

Area Programs

Albemarle	Johnston	Rockingham
Cumberland	Lee-Harnett	Sandhills
Eastpointe	Mecklenburg	VGFW
Edgecombe-Nash	New River	Wake
Guilford	Randolph	

Agenda

Item No.	Topics	
(1).	Division and EDS Review	Review December 12th checkwrite results: upcoming checkwrites – December 19, January 9, 16 and 23.
		Review results of the previous Checkwrite, noting problems researched, solved or still being researched and checkwrite summary report.
		Bug Central Status, review status of action items and issues related to support pilot Area Programs, key CSR's.
		IPRS Operations Support: File Maintenance, Security and Help Desk
(2).	Pilot Area Programs and Others	Area Program Checkwrite Status – follow-up on the checkwrite cycle for December 12, 2003; preparation for December 19, 2003 checkwrite. Follow-up on action items from last meeting.
		Area Programs questions and comments regarding December 12th checkwrite. Specific agenda items; approve December 10th meeting minutes for posting, TPA status. Any other Area Program questions or comments. Concluding remarks from DMH and/or EDS.
(3).	Miscellaneous	Other IPRS related topics for discussion.

Item No.	Topics

1. **Administration Notes (Division and EDS review):**

General Discussions and Questions:

The Division will continue to track TNC target population groups during the Phase I implementation of the State Plan (July 1, 2004). During the transition, the Area Programs will continue to register their TNC target population groups. The Division anticipates that tracking the TNC population groups will cease in about 1 to 2 years.

DMH IT Services will keep Paul Carr informed as much as possible regarding the Western Highlands merger.

The Division will create a draft list by March 15, 2004 to address fiscal year end issues (what the Division and EDS can do to improve IPRS operations).

Tim Sullivan will speak December 31, 2003 specifically to IPRS regarding the 2004 System Release Schedule.

2. **Review Results of the Previous Checkwrite:**

Please review the attached checkwrite summary report.

CSR Prioritization:

DMH IT Services will review the Prior Approval project/CSR (PA creation process) prior to giving EDS permission to cancel it. EDS stated that the issue is not reoccurring (possible cookie related issue in test only).

January 1, 2004 is the expected date to implement the HCPCS codes/mini-modifiers. File Maintenance has begun updating the benefit package plans.

Bug Central:

There are currently four bugs in customer review (209198, 218327, 216817 and 221388).

Operations Support (File Maintenance, Security, Help Desk):

No issues to report at this time.

Item No.	Topics
3.	**Administration Notes Continued:**

10:30am Conference Call to Area Programs: Area Program checkwrite status, discuss preparations, questions and concerns.

January 1, 2004 is the expected date to implement the HCPCS codes/mini-modifiers. The Area Programs may continue to use a consistent 837-file when submitting HCPCS codes/mini-modifiers (Guilford is testing their HIPAA-compliant 837-file). The Area Programs will contact EDS to setup their mailboxes to test their compliant 837-files. Effective January 1, 2004, the Area Programs will not be able to use the Y procedure codes. The Division is updating the array of service; Area Programs should see the HCPCS codes on the array of service on the IPRS website. Updated array will be e-mailed to the Coordinators.

The Area Programs were requested to wait until January 7, 2004 to bill claims with the HCPCS codes/mini-modifiers.

Guilford County raised a question pertaining to a consistent 837-file versus a compliant 837-file. There is no requirement to send in compliant 837s; only that the Area Programs work diligently to ensure the Division they are working on a HIPAA compliant 837-file. Although date is not certain, the Area Programs must be able to submit a compliant 837 when the time arrives. The Area Programs will contact EDS to setup their mailboxes to test their compliant 837-files.

Albemarle raised an issue regarding the $0 paid Medicaid Claims. The Area Program did not receive a voice response when they called the Medicaid Help Desk for assistance. EDS will perform follow-up procedures regarding the $0 paid Medicaid claims and the no voice response.

VGFW stated that the 2004 Checkwrite Schedule is posted on the DMA Website (December bulletin).

Mecklenburg raised a concern regarding the regeneration of the 835 RA that was forwarded to them. EDS stated there was an issue with the 835 RA; it was corrected and the 835 RA was republished to all of the Area Programs. The Area Program should disregard the first file and download the second one. The Area Programs were instructed to contact ECS-Medicaid if they needed assistance with their 835-file.

Regarding the '8 minute rule and rounding', rounding up and rounding down are not allowed when billing the CPT/HCPCS codes. One of the Area Programs stated that CSM developed a system that will allow their claims to create ranges more efficiently. This system was incorporated in the new 837-file and it will go into effect when the Area Program switches over to the compliant 837.

Residential Level 3 and 4 rates were discussed (,4 Y-codes converted into one code H0019). The Area Programs will email Rick DeBell their provider id number and rate (if they need Rick to load any of their specific attending provider rates). The Division will load the highest Level 3 rate. The Area Programs should bill the appropriate rate depending on the provider used for Level III and Level IV. Level 2 has specific HCPCS codes, which are handled differently. ACTT Team allows a minimum of 4 visits; the Area Programs will follow the policy. The Area Program should submit their claims once they have delivered 4 visits. An exception report will be generated to audit the single-detailed claims.

Randolph raised a question regarding the 834-file. Area Programs are not encountering issues at this time. CSM installed patch to correct and gather all data within the 834-file.

Action Items

Item No.	Open Date	Description	Assigned To	Comments	Status	Target Date
AI1.	7-23-03	DMH IT Services will perform follow-up procedures regarding jail diversion allocation.	Betty Cogswell Rick DeBell	Short term/long term solution proposed. Long term encompasses changes to the eligibility file; covers more than jail diversion.	No change	
AI2.	10-8-03	Western Highlands merger.	Rick DeBell Betty Cogswell	Communicate with Lisa and Wanda possible impacts resulting from the merger.	Medicaid provider number being issued. Working to resolve duplicate client ids between the 3 APs.	
AI3.	10-22-03	Area Programs that have not sent their consolidated TPA: SE Regional, Davidson, Onslow, Neuse, Durham, Foothills and Riverstone.	Paul Carr	EDS will perform follow-up procedures (receiving compliant 835 for these Area Programs who have not forwarded a consolidated TPA for EDS signature).		

Issue Items

Item No.	Open Date	Description	Assigned To	Comments	Status	Target Date
II1.						